



# FIRST THINGS FIRST

## Senior Program Data Analyst

First Things First (AZ Early Childhood Development and Health Board), is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and thirty one Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life.

### **Job Summary:**

Serves as Senior Program Data Analyst in the Evaluation Division. Reports to the Assistant Director for Program Evaluation. Assists the Assistant Director for Program Evaluation and other staff members to identify and finalize data reporting requirements for funded grantees as well as develop methodology for studies undertaken by First Things First to evaluate programmatic and systematic progress. Has primary responsibility for the analysis of statewide and local partnership data as well as population level or programmatic early childhood data in Arizona. Based on data analysis, identifies trends that have policy implications, and works with the Assistant Director for Program Evaluation to produce reports, trainings, or other products for dissemination to ensure that data findings are used for ongoing program improvement. Works with the Evaluation Division team to offer data interpretation support for internal and external audiences; leads in ensuring that data dissemination accurately reflects analytic findings and best practice. Effectively collaborates with the Information Technology and the Public Information Department to provide business requirements for data maintenance and reporting as well as public dissemination of data. Senior Program Data Analyst also undertakes other duties as assigned.

### **Distinguishing Characteristics:**

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. She/he will have the proven ability to lead teams in the development of methodology and analysis of data. She/he will excel in the development and dissemination of complex analytical findings to decision-makers and the public.

**Typical Duties and Responsibilities:**

Under the general guidance of the Assistant Director for Program Evaluation:

- Assists to identify and finalize data reporting requirements for funded grantees as well as develop methodology for studies undertaken by First Things First to evaluate programmatic and systematic progress.
- Conducts analyses of statewide and local partnership data as well as population level or programmatic early childhood data in Arizona to identify trends that have policy implications.
- Produces reports, trainings, or other products for use in ongoing program improvement.
- Offers data interpretation and application support for internal and external audiences.
- Provides business requirements for data maintenance and reporting as well as public dissemination of data in the First Things First Data System.

**Qualifications:**

- PhD in research methodology, evaluation, child development, or related field.
- At least three years of experience in evaluation, early childhood research, or related field.
- Extensive knowledge of the principles and practices of program evaluation and early care and education.
- Extensive knowledge of effective practices of research design.
- Strong problem solving, leadership and analytical skills.
- Advanced-level spreadsheet software skills.
- Proficient use of database software (e.g., SPSS, SAS, Stata, MySQL), structured query language, and query reporting.
- Strong skills in writing and presenting complex research findings for lay audiences.
- Business English composition, spelling, and punctuation.
- Demonstrated track record in a detail-oriented and high-performing environment.
- Communicate clearly and concisely both orally and in writing.

Review of resumes will begin on Monday, September 1, 2010 and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references by the close of business on Friday, September 15, 2010 to:

[www.azstatejobs.gov](http://www.azstatejobs.gov)

In the AZ State Personnel System, the position is classified as a Grade 20 with a salary range of \$36,814 to \$62,692. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.